

School Emergency Drills Documentation Form

Type of Drill At least 1 of these drills must be held during lunch or recess period, or when large number of students is NOT in the classroom

- ☐ Fire Drill (5 required)
3 drills before Dec 1
2 drills during remaining part of the school year
Reasonable space between each drill
- ☒ Tornado Drill (2 required)
1 drill must be during March
- ☐ Lock Down/Shelter in Place Drill (3 required) 1
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 10/7/20 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 2:04

Total Participants: _____

Remarks: Went well - WE go to Boy's Bath Hall, MS & LE
STREAM room go to that class's area. under stairs

This report is for Tornado emergency drill # 1 for school year 20/21.

Name of person conducting drill: Gina Bouwstuis & Ashley Dietrich

Title of person conducting drill: Teacher / Secretary

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: DPA

Date of Drill: 4/22/21 Time drill was held: 11:10 (pm/am)

Exact time required to evacuate/shelter/secure: 1:43

Total Participants: 44

Remarks: Everyone did awesome!!

This report is for tornado emergency drill # 2 for school year 20/21

Name of person conducting drill: Suzanne May

Title of person conducting drill: Administrative Assistant

Signature of person conducting drill: Suzanne May

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 5/20/21 Time drill was held: 9:15 (pm/am)

Exact time required to evacuate/shelter/secure: 1:49

Total Participants: 110

Remarks: Both buildings did fantastic!

This report is for Lockdown emergency drill # 3 for school year 2020-21

Name of person conducting drill: Suzanne May / Kristin Hoyle

Title of person conducting drill: Secretary

Signature of person conducting drill: Suzanne May

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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- ☒ Lock Down/Shelter in Place Drill (3 required) 1
drill before Dec 1
At least 1 drill after Jan 1
Reasonable space between each drill

Time of Drill

- ☒ Standard
- ☐ Class Change
- ☐ Recess
- ☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 4-20-21 Time drill was held: 1:00 (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 5 K-8 staff members; students.

Remarks: Officers Deputy Browner & Deputy Lewkowski
were present for the drill & did the sweep.
EC did not participate.

This report is for Lockdown emergency drill # 2 for school year 20/21.

Name of person conducting drill: Ashley Dietrich

Title of person conducting drill: Secretary

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☒ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Deputy Browner & Deputy Lewkowski
of Ottawa Co. Sheriff Office.

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

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Time of Drill

- ☒ Standard
☐ Class Change
☐ Recess
☐ Other Events

Name of Reporting School: Divine Providence Academy

Date of Drill: 10/28/20 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3:58

Total Participants: 118 ~~1-8 T-11 P-14~~

Remarks: _____

This report is for ^{lockdown}~~shelter in place~~ emergency drill # 1 for school year 20/21.

Name of person conducting drill: Ashley Dietrich / Kate Beuschel

Title of person conducting drill: secretary / principal

Signature of person conducting drill: Ashley Dietrich

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____